

**SECRET**

Approved For Release 2002/09/04 : CIA-RDP81B00961R000100140044-3

OSA 2436-63

MEMORANDUM FOR: Deputy Director (Research)


SUBJECT : Special Group Papers

1. Forwarded herewith for your approval and signature is a recommended procedure to be followed in the preparation of Special Group Papers by the DDR.

4. The procedure proposed is written with the assumption that you will agree that I should be designated as the DDR Special Group Officer. Briefly, I am convinced that only through this designation can we insure that these papers will be prepared with the efficiency and continuity required for them to serve their purpose. Given your agreement, the appropriate DDR notice will be issued to accompany the new procedure.

JACK C. LEDFORD  
Colonel, USAF  
Assistant Director  
(Special Activities)

CONCUR:

  
James G. Reber  
SA/DDR

Attachment as stated

EO/OSA:RFB:js (6 May 63)

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